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Number: WIN – 0063

Date: October 3, 2014

Expiration Date: N/A

TO: Workforce Development System Partners

FROM: Amy L. Smith, Director

SUBJECT: SKIES Service Changes

Purpose:

WIN 0063 proposes the following service changes to SKIES services:

1. **Deactivate SHORT-TERM PREVOCATIONAL SERVICES (387)** because the current definition is not compliant with federal and state policies. The current definition includes occupational specific and post-secondary training elements that are not considered part of Short-Term Prevocational Services according to WIA Section 134(d)(3)(C)(vii). Short-Term prevocational services should provide basic work readiness skills for an individual to prepare for formal occupational skills training or unsubsidized employment.

Some short-term pre-employment activities can occur over time which is why two services will be created to replace SHORT-TERM PREVOCATIONAL;

- SERVICES SHORT-TERM PRE-EMPLOYMENT SERVICES (point-in-time, Intensive service)
- SHORT-TERM PRE-EMPLOYMENT CLASSES (duration, Intensive service).

The proposed new definitions for the service are:

SHORT-TERM PRE-EMPLOYMENT SERVICES

Including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment or training (from WIA Sec.134(d)(3)(C)(vi)).

SHORT-TERM PRE-EMPLOYMENT CLASSES

Short term pre-vocational classes that occur over time include communication skills; basic computer and software application skills; and any class which completes a gap in baseline knowledge for a given occupation as determined by assessment against industry standards.

2. **Modify PAID BY OTHER SERVICES**

According to TEGL 17-05, Page 19, an individual may be participating in several programs simultaneously and may be counted as a participant in each of those programs. TEGL 17-05 (page 20) requires that a program exit occur when a participant has not received a service funded by the program or funded by a partner program for 90 consecutive calendar days.

When reviewing the usage of the Paid by Other services utilized over a two-year period, approximately 57% of them had a service entered by the other program which duplicated the same service entered by the WIA funded

program. This results in duplication of reporting for a single service activity. Therefore, ESD will take the following actions:

- a. Deactivate OJT PAID BY OTHER service (535) since it is a subset of the Training Paid by Other Service and only represents approximately 4% of the Paid by Other services recorded in a two-year period.
- b. Change how INTENSIVE SERVICES PAID BY OTHER (536) and TRAINING PAID BY OTHER (534) impact federal reporting so that they will no longer start or extend participation for WIA/TAA and Wagner-Peyser. This will require INTENSIVE SERVICES PAID BY OTHER (536) and TRAINING PAID BY OTHER (534) to be deactivated and new services to be created.

The new definition of TRAINING PAID BY OTHER definition will be:

Represents training services, including OJT, that is paid for by another funding source.

This change is intended to prevent capturing and reporting activities deemed outside of the one-stop system by federal reporting

3. **Modify KEYTRAIN SERVICES**

The eight KeyTrain services in the Services Catalog represent very specific tracking of KeyTrain activities for job seekers, which has been determined to be unnecessary.

The following services will be deactivated:

- KEYTRAIN FOLLOW UP (1041)
- KEYTRAIN PRE-TEST APPLIED MATHEMATICS COMPLETED (1278)
- KEYTRAIN PRE-TEST LOCATING INFORMATION COMPLETED (1277)
- KEYTRAIN PRE-TEST READING FOR INFORMATION COMPLETED (1276)
- KEYTRAIN QG COMPLETED (1038)
- KEYTRAIN QG INTERPRETATION (1039)
- KEYTRAIN QUICK GUIDE (1037)
- KEYTRAIN SKILL BUILDING (1040)

A new service, KEYTRAIN ACTIVITIES, will be created to represent all KeyTrain activities with a job seeker.

The proposed new definition is:

Any two-way communication with a job seeker regarding any KeyTrain activity.

4. **Deactivate REFERRAL TO H-2A PROGRAM JOB OPENING (807)** since the service was created in order to identify job referrals for H-2A tracking, and ag staff were instructed to record this service for each seeker referred to an H-2A job order. Since then, H-2A procedures have evolved and H-2A job orders themselves are clearly identified for data purposes, so an extra data-entry step to identify referrals as such is a waste of staff time.

Action Required:

The review period will be from October 3 through October 10, 2014. Any feedback submitted by October 10, 2014, will be considered. Pending feedback, service changes will go into effect on Tuesday, October 14, 2014.

The deactivation and activation of services may require an update to desk aids, training manuals or procedures. Please contact your local SKIES trainer for guidance.

Workforce Development Councils (WDCs) and their contractors, as well as Employment Security Regional Directors, must distribute this guidance broadly throughout the system to ensure that staff and

partners in the WorkSource System are familiar with its content and requirements.

NOTE: Administrators are strongly encouraged to disseminate the information in this WIN to their SKIES users.

Website:

http://www.wa.gov/esd/1stop/policies/state_guidance.htm

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